



Frank Keating
Governor

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 2002-17
(Corrected Copy)

FILED

JAN 3 2003

OKLAHOMA SECRETARY
OF STATE

I, Frank Keating, Governor of the State of Oklahoma, pursuant to the authority vested in me by the provisions of Subsection D of Section 840-2.14 of Title 74 of the Oklahoma Statutes, hereby order a state agency hiring freeze.

For purposes of this hiring freeze, each statewide elected official shall perform the duties of a Cabinet Secretary. These duties shall be accomplished in the same manner as other official actions by the elected officials.

This hiring freeze shall be implemented by all agencies in accordance with the following guidelines.

1. It is my direction that no audits of classified positions or reallocation of unclassified positions shall be initiated or conducted at the request of any agency unless specifically approved by the appropriate Cabinet Secretary.
2. All audits resulting from a classification grievance shall be exempt from the provisions of this Executive Order.
3. Except as specifically provided and authorized by this order, all affected state agencies are prohibited from hiring, reinstating, or promoting employees and from accepting a transferred employee from another agency.
4. Exceptions to this hiring freeze may be granted pursuant to special conditions as declared by the Chief Administrative Officer of any agency and approved by the appropriate Cabinet Secretary for that agency.
 - a. A Chief Administrative Officer shall submit a written request to the appropriate Cabinet Secretary stating the special conditions requiring the submission of the request and describing the actions taken by the agency to combat the budget shortfall for 2003 and 2004.
 - b. Such requests may be on forms provided by the Office of Personnel Management, the Office of State Finance, or the Department of Central Services. If an agency

has an internal form regularly used by that agency which provides all the necessary information, that form may be used in lieu of the Office of Personnel Management, Office of State Finance or the Department of Central Services forms if approved by the appropriate Cabinet Secretary.

c. The Cabinet Secretary shall indicate approval in writing of the submitted request for the granting of an exception to this hiring freeze.

d. All approved requests and approved Cabinet Secretary findings shall be maintained as an official record by either the Office of Personnel Management, the Office of State Finance or the Department of Central Services in accordance with the Records Management Act. Any agency which does not submit personnel action requests for approval to the Office of Personnel Management, Office of State Finance or Department of Central Services shall be responsible for maintaining this documentation.

e. In the event of a vacancy in a Cabinet Secretary position, the Secretary of State shall act as the approving authority for the hiring freeze exception requests.

5. The Administrator of the Office of Personnel Management, Director of the Office of State Finance and the Administrator of the Department of Central Services are hereby directed to develop and implement procedures necessary to carry out the provisions of this Executive Order.

6. The Director of the Office of State Finance is authorized to require Cabinet Secretaries to provide him with periodic accountings of their approvals and disapprovals of written requests for exemptions to this hiring freeze.

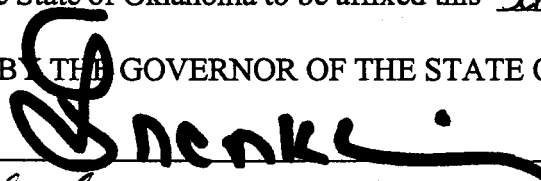
7. The Oklahoma Military Department shall not be required to comply with this order for hiring personnel and contracts for which the department receives total federal government reimbursement.

Copies of this Executive Order shall be distributed to the Secretary for Human Resources for immediate implementation.

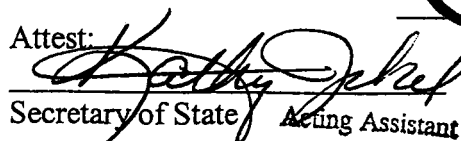
The provisions of this Executive Order shall be effective January 1, 2003 and shall terminate December 31, 2003.

IN WITNESS WHEREOF, I, Frank Keating, Governor of the State of Oklahoma, set my hand and cause the Great Seal of the State of Oklahoma to be affixed this 31st day of December, 2002.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



Attest:



Secretary of State Acting Assistant